

**Water/Wastewater Commissioners’
Meeting Minutes
September 11, 2012**

Present: Robert E. Courage, Chairman
Dale A. White, Vice-Chairman
Michael E. Putnam, Member
David Boucher, Superintendent
Evelyn Gendron

Call to Order:

Chairman Courage called the meeting to order at 6:00 p.m.

Decisions:

Approval of Final Minutes – Commissioner Putnam made the motion to approve the minutes as presented of the commissioners’ meeting held August 28, 2012. Vice-Chairman White seconded the motion. All voted in favor.

Water Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the August 2012 Bill Commitment 120831 and for the August 2012 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the August 2012 Bill Commitment 120831 and for the August 2012 Final Bills issued.

Discussion/Information Items:

Superintendent 2012 Goals Update – Superintendent Boucher explained that of the two Industrial Pretreatment goals established for 4th quarter 2012 completion, he expects to subcontract the industrial sampling before the end of the 3rd Quarter, and noted that investigating the source of molybdenum is an on-going action item. Of the eight established Water Department goals, five were noted as complete and he will update the commissioners again on the three slated for completion during the 4th quarter. Of the established six Wastewater Department goals, one Laboratory goal, and seven General goals, three were noted as complete and Mr. Boucher will update the commissioners with as they are completed. He noted one of the 4th quarter goals is to update the Milford/Wilton Inter-municipal agreement with Attorney Drescher, and is a topic to be covered on October 18th during the 14th annual EPA New England Pretreatment Coordinator’s workshop. He noted that the Laboratory goal to review the draft NPDES permit from the EPA will probably be necessary to carry this action item forward as a 2013 goal to resubmit a permit application, should the data he had submitted during 2004 be deemed obsolete by the EPA. Mr. Boucher answered the commissioners’ inquiries about security/intrusion alarm action items, and will provide updates to the remaining 2012 goals.

2013 Water Utilities Budget – Submittal of a first draft 2013 budget had been established as a 3rd Quarter goal which the commissioners requested to be addressed during this meeting. Mr. Boucher distributed a list of 2013 Sewer Budget Items containing 15 topics for an anticipated budget increase of

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\$410,260.00 after subtracting \$61,440.00 2012 purchases, and a list of 2013 Water Budget Items containing 6 topics for an anticipated budget increase of \$25,900.00, after subtracting \$19,800.00 2012 purchases. Mr. Boucher noted that some topics have no dollar value annotated yet and others are estimates for major items to be budgeted. He distributed updated budget spreadsheets which contained the August 31st Appropriation Report figures provided by the Finance Department. He said that the department is currently at 66% water budget expenditures, and at 57.9% sewer budget expenditures, which Chairman Courage said is on-target for 2012 at this time of the year, and answered Commissioner Putnam's and Vice-Chairman White's budget line item questions regarding exceedances and expenditures in the water and sewer budgets. Mr. Boucher explained that several line item overages are expenditures relative to the newly constructed septage receiving facility and biofilter projects. Chairman Courage said that as the 2013 budget continues to be reviewed and 2013 projects considered, emphasis will be given to performing seasonal maintenance/rehabilitation work such as seal coating wastewater aeration tank floors and prioritizing sewer collection system rehab work. Commissioner Putnam noted that large and small collection system projects should be listed with estimated time and project costs so that decisions can be made along the way as to which to cut/keep in the budget, as the funds/project savings become known beyond operational items. Vice-Chairman White is interested in a conference call to explore the feasibility of the M2R sludge burning process and retiring composting operations and/or going to landfill operations to increase efficiency. A \$200,000.00 new dewatering press should be a bond issue for 2013. Estimated cost estimates are expected from Wright-Pierce on this item. Addressing Vice-Chairman White's request, Superintendent Boucher said he will provide the commissioners with details of the current compost operation costs, so that any possible future decrease in operational costs could be better understood, should the commission decide to landfill sludge. Mr. Boucher noted that some savings would be realized by reduced wear and tear on the loader, and that man hours would bring savings. Rewinding the main pump motors versus budgeting replacement motors would also amount to savings. Mr. Boucher will investigate costs to consolidate seven generator maintenance plans through one three-year contract. Vice-Chairman White will provide generic dump truck specifications to assist in the preparation of a formal bid request. Mr. Boucher is expecting to receive information within two weeks regarding rebuilding the Dram Cup water storage tank roof, which is in bad shape; engineering details will be included. Chairman Courage said the tank roof is made of pre-stressed concrete. The concrete and stone base of Prospect Tank has also deteriorated; it could be taken off-line and the steel tank demolition delayed until bid prices can be solicited and distribution has been made. Vice-Chairman White said some of the work could possibly be performed by in-house personnel. Water project upgrades to be considered in the near future include King, Ford, Smith and Beech Street water mains.

Septage Receiving Facility – Project Update – Superintendent Boucher said a progress meeting was held on Friday, September 7th and the updated unofficial completion date of September 30th was communicated by Mr. LaBranche, Stantec Consulting, to Weston & Sampson reps. Subcontractors are being scheduled to address the remaining punch list items, including painting, landscaping, the boiler requires completion and inspection, expected to be done this week. Three two-party subcontractor checks have not been claimed as of this date.

Curtis Well – Project Update – Superintendent Boucher said he met with Mr. Chris Berg, Wright-Pierce, and the scope of work, plans and specs to be submitted to electrical contractors for bidding will be available at the next commissioners' meeting. Water distribution system CAD drawings have been received from Stantec and forwarded to Wright-Pierce.

Prospect Tank – Project Update – Superintendent Boucher said the Fire Department has been notified that the ISO audit will begin on September 20th. At Commissioner Putnam’s suggestion, this tank will be taken off-line prior to the 20th until the testing is complete. The letter received from Mr. Rene LaBranche dated September 10, 2012 regarding Prospect Tank Removal was distributed.

Well Exploration Pump Test- Update – Superintendent Boucher said the seven-day pump test began today. He distributed photographs received from Wright-Pierce, and the pumping rate is approximately 325 gallons per minute. Pump tests will continue through Wednesday and lab samples will be collected. It will note any Chloride reduction in the test wells.

Switchgear Replacement Project – SMR Design reps will be on-site Thursday to review engineering drawings. Mr. Bill McKinney, Milford Building Inspector will also be on-site Thursday to review the switchgear plans.

Wastewater/Tax Liens (2) – The Commissioners reviewed the September 11, 2012 memo received from Kathy Doherty, explaining that the two properties liened receive sewer only from the Town of Milford with water service from the Town of Wilton. No action is required of the commissioners at this time.

Activities Report – Reviewed by Commissioners. Mr. Boucher explained the recent power failure at the Emerson pump station.

Miscellaneous Water Utilities Department Project Updates – Superintendent Boucher said that on September 18th three employees and a Wright-Pierce representative will go to the Dover Wastewater Treatment Facility to view the dewatering units in service. He said that Nashua Wastewater is planning to purchase three of this same type of dewatering unit. As an update to the water meter service marked at 115 Union Street discussed during the previous commissioners’ meeting, the meter k-horn needs to be serviced with mild chiseling, but did not require Dig-safe markings.

Non--Public Session (RSA 91A:3 II (d) Land) and (RSA 91-A:3, II(a) – Personnel. Commissioner Putnam moved to enter into Non-public session at 7:20 p.m. in accordance with RSA 91:A3 II (d), Land, and RSA 91-A:3, II(a), Personnel. Vice-Chairman White seconded the motion; all voted in favor. Upon exiting the non-public session at 8:04 p.m., Chairman Courage announced that no decisions had been reached during the non-public session. Commissioner Putnam made the motion to review, approve and vote to seal the minutes during a future non-public session, and this motion was seconded by Vice-Chairman White.

Future Appointments/Meetings:

The next Water and Wastewater Commissioners’ meeting will be held at 6:00 p.m. on Tuesday, September 25, 2012 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Commissioner Putnam made the motion to adjourn the meeting at 8:05 p.m. Chairman Courage seconded the motion. All voted in favor.

Robert E. Courage, Chairman

Date

Dale A. White, Vice-Chairman

Date

Michael E. Putnam, Commissioner

Date